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## DEPARTMENT OF ADMINISTRATION

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April 05, 2022

### INVITATION FOR BID

**GSA-033-22**

**OFFICE SPACE LEASE**  
**For: Dept. of Administration (DOA)**

### AMENDMENT #1

1. Amend to replace page 35 of 43 with the "Revised 4/05/22, page 35 of 43" attached.

All others remain unchanged.

*Anita T. Cruz 4/5/22*

ANITA T. CRUZ

Chief Procurement Officer (Acting)

ITEM NO.	DESCRIPTION	QTY UNIT	MONTHLY COST	ANNUAL COST
1.1	OFFICE SPACE LEASE FOR: Dept. of Administration (DOA) As per the following specifications	36 MOS.	\$ _____	\$ _____

The Department of Administration, (hereinafter "DOA" or "The Government" or "Territory") is interested in leasing approximately **21,602 square feet** of quality rentable office space available for use by employees, furnishing, and equipment. The building and parking shall meet the requirements of A.D.A. and fire codes. Space shall be in a new or modern office building located in an area that is compatible with its surrounding. The location should be projected a professional and aesthetically pleasing appearance. Space must be continuous on one floor or may be located on different floors. Building should be highly visible and must have full adequate means of ingress or egress. Building shall be concrete and shall include typhoon protection. Building must be Occupancy Ready.

SPECIFICATIONS:

BIDDING ON/REMARKS

**OFFICE BUILDING:**

The entire office space shall be located on one main floor or, if a multi-Story building, on several floors. If the building is multi-story, operational elevators are required and the addition of escalators is encouraged but not required and each floor must have at least one male and one female bathroom. Total office space shall be 21,602 square feet exclusive of common areas such as waiting areas, public, and staff restrooms. The entire building and parking must be A. D. A compliant.

Inclusive to the Department of Administration total of 21,602 square feet required office space are the following requirements:

- Two (2) 25 x 40 ft. for a Conference Room/Training Room
- Two (2) 25 x 20 ft. for Office Space
- 10 x 10 ft. for Treasury vault, consistent with banking vault Specifications with 18 inches of concrete (or similar material) walls.
- Three (3) 20 x 20 ft. for secure storage of files
- 14 x 15 ft. for an employee lunch room

**LOCATION:**

Preferred location is within the vicinity of Tamuning, Hagatna. Sinajana, or Tiyan. The building must be within close proximity of a major roadway and not be in a flood-prone area or subject to flooding or susceptible to water run-off coming from abutting or adjacent properties.

**TELEPHONES:**

Telephone jacks must be immediately available. The Department Of Administration would require, at a minimum, one hundred And seventeen (117) data lines and seventy (70) telephone lines. All lines must be evenly-distributed throughout the entire 21,602 square feet and on all floors if the office space is on multi-floors.

**PARKING STALLS:**

Parking stalls shall accommodate a minimum of reserved fifty-three (53) vehicles that include employee's privately-owned vehicles, official vehicles, and public parking. Minimum of three (3) reserved parking stalls shall be accessible to the disabled with one (1) stall being van accessible. Parking stalls shall be clearly marked on asphalt concrete or similar pavement material.